

Information Privacy and Security Council (IPSC) Meeting Minutes

March 17, 2010

Kalanimoku Building 1151 Punchbowl Street Comptroller's Conference Room 410 Honolulu, Hawai'i 96813	Wailuku Judiciary Bldg. 2145 Main Street First Floor Wailuku, HI 96793	Lihue State Office Bldg. 3060 Eiwa Street Basement Lihue, HI 96766	Hilo State Office Bldg. 75 Aupuni Street Basement Hilo, HI 96720
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MEMBERS / DESIGNEES PRESENT	
Member Name	Department
Saito, Russ K. – State Comptroller (Chair)	DAGS
Au, Paul	City and County of Honolulu
Ito, Jodi (Designee)	University of Hawai'i
Keane, David	Dept. of Human Resources Development
Knutzen, Eric	County of Kauai
Tseu, Andrew	Dept. of Health
Tsuchiya, Burt	County of Hawai'i
Yong, Lim	Dept. of Human Services

MEMBERS ABSENT	
Member Name	Department
Mau-Shimizu, Patricia	House (Senate Appointee)
Decasa, Meliton Jr.	Dept. of Education
Gochros, Susan	Judiciary
Verkerke, Jacob	County of Maui

OTHER ATTENDEES	
Name , Title	Department
Crosby, Todd – Acting IPSC Executive Director	DAGS/ICSD
Stathis, Christopher - DDC Support Services	Judiciary

- I. Call to Order – Welcome Russ Saito, Chair
Meeting was called to order at 13:05 with eight members present.

- II. Approval of previous meeting minutes Russ Saito
Paul Au moved the minutes to be approved, seconded by Jodi Ito.
Unanimously approved by all members present with no changes.

- III. Reports from investigative committees
- Executive Summary collection and report Todd Crosby
 - Still missing are:
 - DOE, DLIR – David Keane will follow up
 - DOD, DBEDT – Lim Yong to follow up
 - Distribution and collection of Agency PII annual reports and Summary Report to Legislature Andrew Tseu

- Draft report has been sent to Chair Saito
- Andrew reported:
 - Total number of agencies: 214
 - Total number of agencies that submitted report confirming they have PI: 63
 - Total number of agencies that submitted report confirming they do not have PI: 23
 - Total number of agencies that did not submit a report for PI: 128
- Chair Saito noted we have only one more month. He urged the members to make their final phone calls and the report needs to be submitted this month.
- Collection of Agency Designees for Policy and Oversight for the Protection of Personal Information Todd Crosby
 - Discussion took place on those agencies that have yet to submit a nominee. Members will make one last effort to collect the reports within the next two weeks.
- Investigation of Best Practices, Automated Tools, and Training Jodi Ito
 - Jodi Ito reported that a rough draft has been compiled and submitted to the Council for review and comments.
 - The investigative committee will be adding additional FIPS resources and an introductory section to the document. It will then be published as a living document with frequent updates.
- Breach Policy Guidelines & Personal Information Best Practices Identification David Keane
 - David Keane reported that the document is ready for publishing. He will finalize and submit for posting.
 - A Human Resource Privacy Guideline draft is in process. It will need to be coordinated with DHRD as well as passing the draft document to counties to incorporate into their documents. David will submit the draft to Todd for distribution to the Council members for their comments.

IV. Election of IPSC Vice Chair

- Chair Saito opened the floor for nominations.
- David nominated Todd Crosby, but because he is not a full voting member of the Council, this would not meet Sunshine council requirements.
- Chair Saito nominated Andrew Tseu. Jodi Ito seconded the nomination.
- Jodi moved to close nominations with Paul Au seconding.
- Member Tseu was confirmed with a unanimous approval vote

Russ Saito


V. Adjournment

The meeting was adjourned at 1:14 PM due to loss of quorum as Chair Saito had to leave to provide bill testimony to the Legislature.

VI. Next meeting date April 21, 2009 from 1:00 PM to 4:00 PM

Respectfully Submitted,

5/20/10
Date


Russ K. Saito, Chairperson
Information Privacy and Security Council